

Topcliffe and Asenby Village Hall Committee - Minutes of the meeting – 19 February 2020

Attendance: A Eckersley, D Allan, P Lowe, J Lowe, K Morley.

Apologies: H Holt, D Bowman, E Collard, J Bumby, T Bruce

Member of the public: Linda Robinson.

1. In the absence of EM, DA again agreed to prepare the minutes. The committee agreed to send their best wishes to EC and her husband on the birth of their daughter Grace.
2. **Minutes and matters arising from previous meeting – 4 December 2019** (and earlier meetings)
 - Construction of Canopy (on hold until funds are available).
 - Technical drawings of the Village Hall – PL is progressing.
 - Communication with all regular users re lights, emergency doors and heating - JL has handled.
 - MY Electrics have checked out the external main sign light and fitted a timer.
 - MY Electrics have examined internal toilet lights which remain on too long. They have been reset.
 - MY Electrics have replaced the light in the cleaners cupboard.
 - JL has organised the annual check-up of all heaters, including the upstairs heater which had not been working correctly.
 - DA has arranged for the web address to be displayed prominently on the external notice board.
 - JL/DA arranged for a gift to be handed over to John Graham in recognition of his auditing contribution on accounts for 2019/20.
 - Replacement of Emergency Doors – work completed and to a very satisfactory standard at a cost of £2,100 by Vision PVC.
3. **Treasurer's Report**
 - Treasurer's financial report: TB provided the bank balance as of 19 February 2020 - £11,267.27. This is after the payment of £2,100 re emergency doors.
 - Governance, Insurance and Business Checklist
 - AE indicated that the checklist would be completed this week (by 21 February).
 - List of periodic Requirements and Health & Safety Checklist
 - AE indicated that the checklist would be completed this week (by 21 February).
 - Risk Assessment and Mitigation
 - AE indicated that the checklist would be completed this week (by 21 February).
4. **Booking Secretary's Report**
 - JL confirmed that both regular and occasional bookings are going well.
 - JL suggested that within a few months some surfaces within the main hall will need to be repainted – particularly the boarding around the lower walls. Agreed that this will be kept under review and that a work party will be pulled together in the summer to deal with it.
- a) Events – organised by or involving the Village Hall
 - Senior Citizens' Christmas Lunch – 10 December 2019
 - Carols around the Christmas Tree – 19 December 2019
 - Coffee Morning – 25 January 2020 (part of Village Halls Week)
 - Sunday Brunch – 2 February 2020

The Committee expressed its thanks to the organisers of these successful events and to the many villagers and supporters who attended them.

b) Future events being organised by or involving the Village Hall

- Challenge Quiz and Curry Night – 28 March 2020.
- Race Night 2020 – 18 April 2020
- Annual Attic Auction – 25 April 2020
- Tidy Up Day – Sunday 28 March 2020.

The committee agreed that a trophy up to a cost of £25 should be purchased and that it will be presented to the winning team each year, engraved with the winning team's name and displayed, if requested by that team, in the village hall for twelve months.

Agreed that the village hall will be open for refreshments on the morning of the Tidy Up.

5. Items for Consideration/Decision

- **Village website.** DA reported that there's continuing difficulty between the Village Hall and Parish Council over editing of Village Hall pages. The PC has indicated that it would expect the VH to pay for any training requirements, despite earlier decisions that no extra cost would fall on the VH. This decision was not relayed to the VH so there is further delay. DA indicated that he had been able to undertake basic changes. Agreed that AE will seek training via Jamie Moores and subsequently pass on his knowledge to others, as appropriate.
- **Christmas Tree 2020** – sponsorship offer from Debora Alderson of Little Yorkshire Hampers acknowledged. DA to contact in November 2020.
- **Renewal of Green Waste Licence** – Treasure to renew for 2020/21 at a cost of £40.
- **VE Day village events** – 8 May 2020 (Bank Holiday) – There's much doubt about what plans might be introduced for these celebrations. DA said that he understood that the Army may not be involved in any way at Topcliffe. An event around the re-siting of the World War 1 memorial would have been appropriate, but the timings may not work out. Local Yarn bombers have been asked to display knitted artefacts. Agreed that the Village Hall will purchase a reef at a cost of up to £25 and will organise a ceremony and lunch, maybe with spam sandwiches! JL to check out availability of a Military Choir. DA to speak to Richard Byers to see if he might perform a memorial ceremony.
- **Pressure washing** of front wall of village hall paintwork to be carried out in the Spring, probably to coordinate with the Tidy Up Day. AE to organise.
- **Correspondence re fundraising.** DA explained the background to some emails received about the collection of money on behalf of the Village Hall Committee.
- **ACRE** – National Survey of Village Halls. DA had circulated information about this ten-yearly survey and has collected answers/responses from several committee members. DA will complete and submit the online survey on ACRE's website.

6. AOB

- KM referred to condensation that occurs in the kitchen during cooking. She believes that increased extraction is required. She will speak to MY Electrics about the problem and seek a quotation to resolve the problems.
 - Linda Robinson stated that she had enjoyed attending the committee and that she is a great fan of the Village Hall. She said that she is a member of the Pilates group that meets in the hall. The organiser is planning to expand the group's activities and might wish to ask if it is appropriate to install bars for ballet-style practice. It was agreed that the committee would try to accommodate any suggestion – either mobile or fixed, and would wait to hear more.
 - DA was asked to consider an article in the next Tattler asking for tablecloth donations.
7. **Date of next meeting** – a discussion was held about the date of the next committee and the next AGM. AE asked if meetings could be held on days other than Wednesdays. Agreed that we would choose Tuesdays and the next Committee/AGM meetings would be held on either 5 or 12 May (to be confirmed).